



**Policy:** 2410  
**Procedure:** 2410.01  
**Chapter:** Facilities Management  
**Rule:** Reporting Life-Safety Issues

**Effective:** 12/29/05  
**Replaces:** 2410.01  
**Dated:** 06/21/01

**Purpose:**

Arizona Department of Juvenile Corrections (ADJC) has the responsibility to ensure the safety of all staff, juveniles, volunteers, contract personnel, interns, and visitors while on ADJC property. Any employee, contract person, volunteer, or intern shall report all unsafe or hazardous conditions or practices on any ADJC property.

**Rules:**

1. Any employee, contract person, volunteer, or intern who becomes aware of a condition or practice posing an imminent danger to the safety of staff, juveniles, and/or visitors (e.g. fire, gas leaks, exposed electrical wires, structural failures, bio-hazard or toxic spills) shall:
  - a. Immediately notify one or all of the following and complete Safety Hazard Report, Form 2410.01A:
    - i. Dispatch/Control to request emergency services or the secure facility's maintenance personnel, if applicable;
    - ii. Secure facility's Superintendent, On-Duty Administrator (ODA), or Weekend On-Call Administrator (WOCA);
    - iii. Loss Prevention Coordinator (602) 542-0470;
    - iv. Appropriate Leadership Team Member's Office;
    - v. Director's Office: (602) 542-4302;
    - vi. Security Administrator.
  - b. Remain at a safe distance from the area in order to warn others of the danger and to prevent entrance into the hazard zone until appropriate warning devices (e.g. signs, barricades, etc.) are in place, until the hazard is contained, or until the arrival of the appropriate emergency response personnel;
  - c. Notify the Health Unit staff and offer aid until the Health Unit personnel arrive, without endangering himself/herself or anyone else;
  - d. Submit an Incident Report (IR) /Significant Incident Report (SIR), if necessitated within procedure requirements, Procedure [1190.01/1190.03](#);
  - e. Facility maintenance personnel and/or the ODA shall immediately distribute copies of any life-safety or imminently dangerous situation work-orders or SIRs to the Loss Prevention Coordinator/Facilities Management Office.
2. Any life-safety or imminently dangerous situation shall be resolved as soon as possible and prior to the end of the business day. The Superintendent and Physical Plant Supervisor may temporarily make the condition safe in order to prevent any injury to staff and juveniles.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
12/29/05	Debra Peterson		